1. Open your Internet Browser, enter this address, and press Enter; or click on the address here:

   https://signon.eia.doe.gov/ssoserver/login
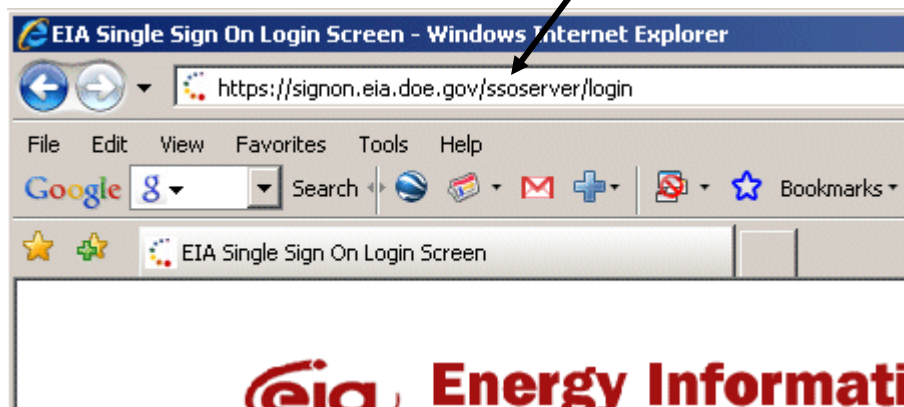
Click Favorites (or Bookmarks) at top of screen to save for future use.

2. In the window that opens, bypass the Userid and Password requests, and just click: **Register for a Userid**

3. Enter the requested information.

When you type your Userid, please record the Userid on paper and keep it in a secure place. You will use this Userid to access the system in all future sessions. Please record the Userid exactly as you have typed it into the input window.

When you type your Password, please record the Password on paper and keep it in a secure place. You will use this Password to access the system in all future sessions. **Note that the Password is case sensitive**. Please record the Password exactly as you have typed it into the input window.

▶ **Get your Single Sign On identity**   Date: 04/29

Please provide some basic contact information:

* First Name: [   ]

* Last Name: [   ]

Check and make sure you entered a correct email address

* Phone Number: ([   ]) [   ] - [   ]

Phone Extension: [   ]

* Email Address: [   ]

Please choose a userid and password:

* Userid: [   ]

Userid Rules:
- use a minimum of 5 characters
- use alpha-numeric characters and underscores only

Password Rules:

* Password: [   ]
- use a minimum of 9 characters
- use a special character (!@#$%^&*)
- use at least one lowercase letter

* Retype Password: [   ]
- use at least one uppercase letter
- use at least one numeric character
- do not include the userid in the password

We have compiled a list of commonly used security questions to facilitate remembering your hint answers. After selecting a question, choose a simple answer that you will be able to remember. Don't put punctuation or unusual spacing in the answer; in fact, a one word answer is best. Do not use the password rules in naming your answer.

* Security Question: [What is your mother's maiden name? ▼]

* Your Answer: [   ]

* Required

[Submit] [Cancel]

When you type the answer to the Security Question, please record your answer on paper and keep it in a secure place. If you forget your password, you can use this answer to reset your password.

Windows Internet Explorer

The contact information you have entered applies only to you as the Single Sign On user, not to the survey data contact whose contact information is reported within the survey application.

OK

If you are the person who will be completing and submitting the EIA-22 surveys, then continue with SSO registration by clicking on OK.

The Userid and Password you set at step #3 above will be the credentials you use every time you access the EIA-22 survey.

The person who is identified in the message above as the survey data contact normally is a manager or supervisor of the person completing and submitting the survey form.

4. If you complete the instructions for SSO, after you click Submit, you will see:

EIA Single Sign-On Registration

▶ **Get your Single Sign-On identity**   Date: 04/29/2009

Registration Completed

Your EIA Single Sign-on account has been created.

The next step is to enroll for the surveys you need to report to EIA. In order to complete the enrollment process, press the Login Now link below (or login again later), select the link for adding surveys for your energy area, and enter the mail id and code you received from EIA.

LOGIN NOW

Notice that up to this point you **have not used the Mail Id and Code** sent to you via email by EIA.

You are now ready to access your survey forms. This step requires you to have the Mail Id and Code EIA sent to you via email. Click **LOGIN NOW. Next, you will see the screen shown on the next page of this guide.**

Or if you choose to stop at this point, you can close your browser without clicking LOGIN NOW.

Later when you open the EIA Login Screen (from your Favorites or by typing the login address in your browser's url window) you will see the Login screen where you enter your Userid and Password. Follow the instructions at step 5 below.

5. Enter the Userid that you set at step 3 above.

Enter the Password that you set at step 3 above. Remember the Password is case sensitive.

difficulties with the installation, please contact the CNEAF Help Center at the number below. Tha

- The estimated opening dates for electric power surveys are as follows. Respondents will be not
  - ○ **EIA-860**, Annual Electric Generator Report 2008, estimated opening May 1; due date TBD
  - ○ **EIA-861**, Annual Electric Power Industry Report 2008, is open and due April 30, 2009
  - ○ **EIA-923**, Power Plant Operations report, Annual and Supplemental, opened on March 31

Userid: [   ]

Password: [   ]

Click Logon

Logon

Register for a Userid   **Forgot your passwo**

- Try our **Frequently Asked Questions** for help with technical issues concerning logon and enrollm

6. The next window allows you to enroll in the data collection system.

Click on Add EIA Survey Reporting Capability to enroll in the EIA-22 survey system.

7. In the next window, enter Mail Id and Code,

then click Submit Credentials

eia   EIA Survey Enrollment

▶ Add EIA Survey Reporting Capability

To register to submit EIA surveys online, please enter your Mail Id and Code in the fields below.
If you have not received a Mail Id and Code from EIA, click here.

Enter your Mail Id: [   ]

Enter your Code: [   ]

Enter the Mail Id that EIA sent to you via email.

| Submit Credentials | Cancel / Return to List of Applications |

Enter the Code that EIA sent to you via email. **The Code is case sensitive**

Click: Submit Credentials

8. Click on the survey that you want to complete.
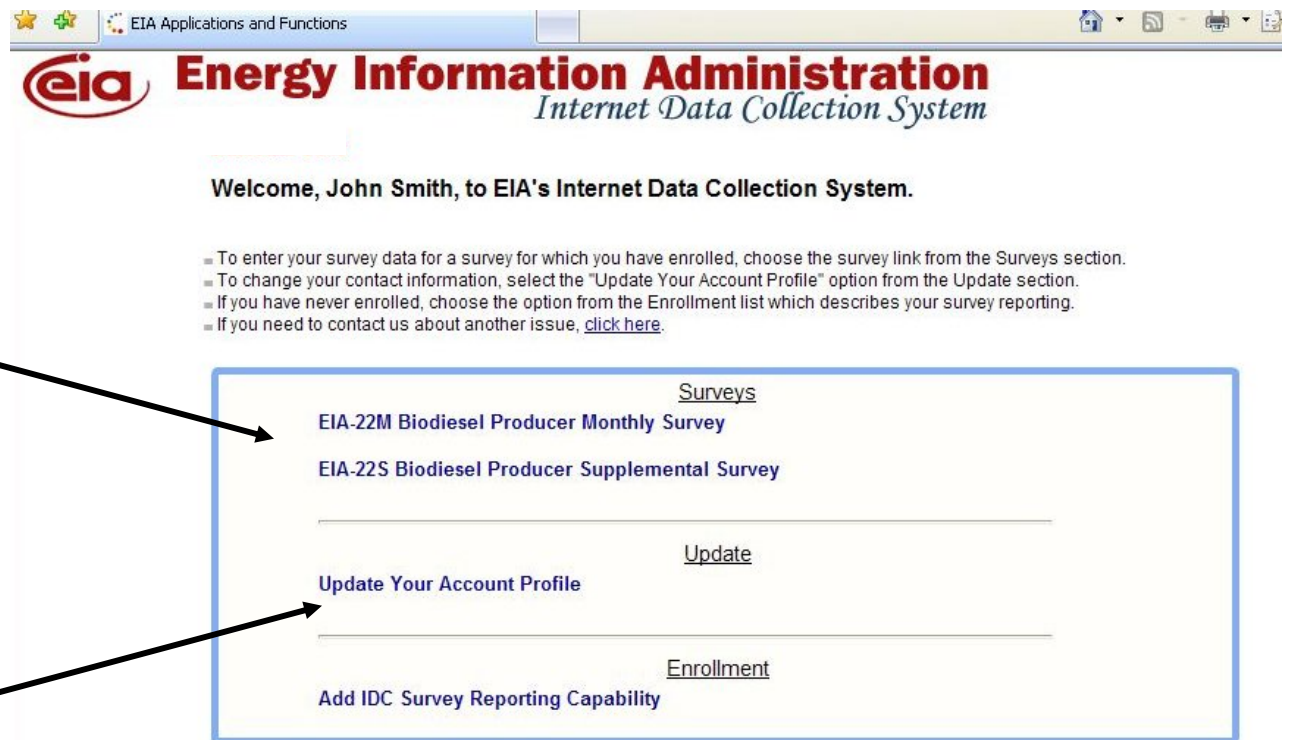
Each time you enter the EIA IDC system, you will reach this screen. If there is any change in the information you entered, for example, in your name or telephone number, then click **Update Your Account Profile.**

You will see the screen at step 9 below where you can enter new information.

9. Update Your Account Profile by typing new information into the appropriate places on this screen

Update Your Account Profile   Date: 05/01

Edit your contact information:

* First Name: john

* Last Name: smith

* Phone Number: (346) 222 - 1234

Phone Extension:

* Email Address: john.smith@comcast.net

Optional: Enter a new password below and retype it:

Userid: JDSMITH

Password:

Retype Password:

Password Rules:
- use a minimum of 9 characters
- use a special character (!@#$%^&*)
- use at least one lowercase letter
- use at least one uppercase letter
- use at least one numeric character
- do not include the userid in the password

We have compiled a list of commonly used security questions to facilitate remembering your hint answers. After selecting a question, choose a simple answer that you will be able to remember. Don't put punctuation or unusual spacing in the answer; in fact, a one word answer is best. Do not use the password rules in naming your answer.

* Security Question: What is your mother's maiden name?

* Your Answer: jones

* Required

[Submit] [Cancel]

Click Submit to register the changes in your profile.

10. Notice (#2 above) that the Login Screen has an option for recovering Userid. Click on **Forgot your Userid** and submit the requested information:

Recover Userid

Please enter your last name and the email address on record with EIA. If a matching record is found, the Userid will be mailed to you.

Last Name: _____

Email Address: _____

Submit   Cancel

11. Notice (#2 above) that the Login Screen has an option for resetting your Password in case you have forgotten your Password. Enter your Userid, then click on **Forgot your Password** and submit the requested information:

Password Help

Logon Name: JDSMITH
Question: What is your mother's maiden name?
Answer: _____

Enter a New Password: _____

Re-enter New Password: _____

Password Rules

- Use a minimum of 9 characters.
- Use a special character (!@#$%^&*).
- Use at least one lower case letter.
- Use at least one numeric character.
- Use at least one upper case letter.
- Do not include the userid in the password.

Logon   Cancel

Please record your reset password just exactly as you typed it.

12. At the bottom of the login screen, you will find options for obtaining help:

- frequently asked questions
- telephone numbers where help is available
- EIA email addresses where you can send questions and comments

Password: [   ]

Logon

Register for a Userid   Forgot your password?   Forgot your Userid?

- Try our Frequently Asked Questions for help with technical issues concerning logon and enrollment.
- For help with Electricity Surveys: Electric FAQ, 202-586-9595 or CNEAFHelpCenter@eia.doe.gov.
- For help with Coal, Nuclear or Alternate Surveys: CoalHelpCenter@eia.doe.gov.
- For help with logon problems: 202-586-8959.
- For help with registration or enrollment issues: OITDevelopment@eia.doe.gov.
- Security and Privacy Statement